

City of Costa Mesa Recreation Division

Camp Costa Mesa Rules

- No rude behavior, foul language, spitting, teasing or fighting.
- If children are experiencing any problems with other participants, inform the Recreation Leaders (City staff) and they will resolve the situation.
- Closed-toed shoes & socks must be worn at camp at all times. NO SANDALS ARE ALLOWED.
- Children must remain in designated and/or identified Camp areas at all times.
- No throwing any objects, except approved play equipment.
- No human pyramids, dog piling, chicken fighting, or tackle football.
- Lunch tables are for eating, drinking, and quiet activities only.
- No climbing on lunch tables, fences, gates, buildings, roofs, and/or trees.
- Handball, kickball, and other games are allowed in designated areas only.
- Toys, games, cards, and radios are not allowed from home without prior Camp Recreation Leader IV approval.
- When being transported on a bus/City vans, participants must wear their seat belt (when provided), stay seated, and refrain from loud noises until the bus/City van arrives at its destination.
- Camp participants MUST stay in their group with the Recreation Leader at all times during excursions.
- If separated on an excursion, participants are to report to the spot* designated by their group leader (*which should be identified upon arrival at the excursion destination).

HAVE FUN!!!!!!

City of Costa Mesa Recreation Division

“Winter/Feb/Spring” Camp Costa Mesa

PARTICIPANT DISCIPLINARY PROCEDURES

In all cases, the following “graduated” procedures and steps must be followed when disciplining a participant in Camp Costa Mesa:

VERBAL WARNINGS & WRITTEN DISCIPLINARY ACTION FORMS-

- a. Verbal Warning – When participants receive a verbal warning, Camp staff will review camp rules with the participant at that time & ensure participant knows what they did wrong & what appropriate behavior is.
- b. First Written “Disciplinary Action Form” - If verbal warnings continue, or the original infraction is severe enough, the participant receives a written “Disciplinary Action Form”. Parents/Guardians are contacted at the end of the same day & informed their child received a written Disciplinary Action Form. Disciplinary Action Forms are always provided to Camp supervision staff (Assistant Recreation Supervisor) as well.
- c. Second Written “Disciplinary Action Form” - If a participant receives a second written Disciplinary Action Form in the same week, the parents/guardians are contacted at the end of the day, and informed of the consequences if the participant receives a third written Disciplinary Action Form that week the participant may be suspended. A meeting will also need to be scheduled with the Camp Recreation Leader IV and Camp supervision staff (Assistant Recreation Supervisor), and documentation in the form of a letter to the parent/guardian will be sent home and provided to the Recreation Supervisor in charge of Camp Mesa.
- d. Third Written “Disciplinary Action Form” -If a participant receives a third written Disciplinary Action Form during any camp week, after discussion & review by Camp supervisory staff (Rec. Ldr. IV, Asst. Rec. Supervisor & Rec. Supervisor) the participant may be suspended from camp for the rest of the week &/or the following week. A meeting will be held with the participants parent/guardian, and a letter to the parent/guardian will be written that documents another infraction may result in suspension or expulsion.

BEHAVIORS THAT WARRANT A “VERBAL WARNING”-

- a. Verbal Warnings are given if inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form. Verbal warnings are given at the discretion of Camp staff and are based on the participant’s overall behavior and the severity of each individual infraction(s). Repeated “Verbal Warnings” in a short period of time will result in a written “Disciplinary Action Form”.

BEHAVIORS THAT WARRANT A WRITTEN “DISCIPLINARY ACTION FORM”-

- a. Inappropriate behavior (i.e. including but not limited to: not following directions from camp staff, using profanity, throwing objects, etc).
- b. Repeated “Verbal Warnings” in a short period of time (i.e. several verbal warnings in one day)
- c. Failure to follow Van/Bus rules while in the van and being transported on excursions

Van/Bus Transportation Rules:

- 1). When provided, seat belts must be worn and secured properly at all times.
- 2). Participants must sit flat on their rear-ends and face forward in van/bus at all times.

SUSPENSION / EXPULSION –

- a. A “Suspension” consists of one day to one full week.
- b. An “Expulsion” is permanent suspension from participation in the program.

AUTOMATIC EXPULSION FROM CAMP COSTA MESA-

- a. Shoplifting &/or petty theft.
- b. Endangering the safety of others (physically fighting, responsible for/involvement in any situation in which camp staff or participants may be injured, etc).

RULES FOR CAMP COSTA MESA “PARENT(S) / GUARDIAN(S)”

1. Participant Drop-off & Pick-up Policy:

- a. An additional fee of \$20 will be charged for every fifteen minutes a parent/guardian is early dropping off or late picking up participants (Parent/guardian must be prepared to write a check or pay in cash that day).
- b. Parent/Guardian or participants must sign participants in and out every day.
- c. Participants must wait at Balearic Community Center to be picked up and signed out. If there is a potential pick up problem, contact Lindsay Cutrell, Assistant Recreation Supervisor, at (714) 754-5083.
- d. Only individuals who obtain **YOUR CODE WORD** are permitted to sign participants in &/or out from the program.

2. Miscellaneous items:

1. Parents/Guardians must contact the Assistant Recreation Supervisor at (714) 754-5083 for special pick-up arrangements for a participant.
2. Please make sure participants have a sack lunch everyday. Items left in the buses or camp will be placed in a lost and found area at Camp Costa Mesa.
3. **CAMPERS ARE FULLY RESPONSIBLE FOR ALL PERSONAL ITEMS (MONEY, CLOTHING, LUNCH, ETC.) BROUGHT TO CAMP!**
4. **IN THE EVENT OF AN EMERGENCY, CONTACT THE BALEARIC COMMUNITY CENTER AT (714) 754-5158 or City Hall (714) 754-5300. City staff can relay any messages to Camp Costa Mesa staff.**
5. For the safety of camp, children will not be allowed to be dropped off or picked up from any camp excursions.
6. If participants need any special accommodations for any of our activities, please notify Lindsay Cutrell at (714) 754-5083 before the first day that your son/daughter attends camp.
7. **Camp Hotline (714) 754-5161** for daily “Arrival Times” from excursions.
8. To ensure age appropriate activities during camp and during excursions, campers are divided in grade levels before camp. *If you have any questions about this process please direct all questions to Lindsay Cutrell at (714) 754-5083.*